



**Big Brothers Big Sisters.**  
OF GREATER CINCINNATI

**TOGETHER, WE ARE DEFENDERS OF POTENTIAL**

## **Site-Based Case Manager (Indiana Counties) For Immediate Hiring – Posted 11/14/2022**

This position is responsible for providing enrollment and match support to site-based programs in Indiana to ensure child safety, positive impacts for youth, constructive and satisfying relationships between children and volunteers, and a strong sense of affiliation with BBBS on the part of volunteers. The Site-Based program requires the Case Manager visit numerous schools and facilitate after-school programs in Indiana.

### **Primary responsibilities of the Site-Based Case Manger include:**

- Help recruit volunteers and youth.
- Provide training to volunteers.
- Interview youth, volunteers and parents/guardians.
- Conduct in-person match meetings.
- Collaborate with volunteers and youth to establish annual youth outcome development plans based upon building developmental assets in the child's life for outcome evaluations.
- Provide ongoing support for the assigned matches in creative ways to achieve length of match, closure and outcome evaluation goals.
  - Match support contacts may be accomplished through a combination of telephone, email and/or in-person communication.
  - Provide on-going support to matches including but not limited to:
    - crisis intervention and referrals for counseling
    - advocacy, and information
    - referrals to access resources and problem resolution.
  - Communicate with teachers and site staff to maintain and build relationships with the agency.
  - Maintain consistent communication with parents of children in the program.
- Schedule formal annual match meetings to complete surveys and update match goals and youth development outcomes plan.
- Complete updated and accurate documentation and paperwork for each match according to National Standards.
- Other duties as assigned.

### **General:**

- Attend required meetings and events as scheduled.
- Work some weekends and evenings as required.
- Work effectively with diverse populations.
- Assist in building relationships with schools, other agencies and maintain professional relationships with site, school and community partners.





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- Establish and promote positive communication among all team members of BBBSGC to increase collaboration and reduce inefficiencies.
- Represent BBBSGC in a professional manner at all times, providing courteous service to both internal and external constituents and presenting a positive image of BBBSGC.
- Abide by BBBSGC policies and practices.
- Complete other duties as assigned.

Performance will be evaluated based on meeting the requirements of the job description; meeting performance metrics and other quality indicators established for this position; working effectively in a team environment; and demonstrating the values of Big Brothers Big Sisters of Greater Cincinnati.

**Experience, education, degrees, and licenses:**

- A Bachelor's Degree, from an accredited college or university, preferably in social work, counseling, social services or educational field.
- Participation in continuing education programs as requested.
- Must be able to work proficiently with computers and other office equipment.

**Physical demands/Work environment:**

- Required to travel approximately 50% of time to meet agency needs (often in places of employment, schools and youth sites), attend conferences and meetings, etc. Travel is generally within Greater Cincinnati.
- Must have reliable transportation. Drivers of privately owned vehicles must have valid driver's license and meet state required automobile insurance minimums. May be required to transport clients.
- Must be able to pass a background check consisting of National Sex Offender, Criminal History and driving check.

**Compensation:**

- Salary Range: \$33,072
- Competitive benefits package including health, dental, LTD, Life Insurance and Simple IRA match
- Generous paid time off including annual holiday, vacation and personal days

Equal Employment Opportunity - BBBS of Greater Cincinnati provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability.

Americans with Disabilities Act - Applicants as well as employees who are or become disabled must be able to perform the essential duties & responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

Email Resume and Letter of Interest to Peter Boudreau, Chief Program Officer at [boudreau@bigforkids.org](mailto:boudreau@bigforkids.org)

